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Committee for Programme and Coordination
Forty-first session
Organizational session, 2 May 2001
Item 2 of the provisional agenda*
Adoption of the agenda and organization of work

Reports of the Joint Inspection Unit

Note by the Secretariat

1. In accordance with paragraph 6 of the annex to Economic and Social Council resolution 2008 (LX) of 14 May 1976, the reports of the Joint Inspection Unit concerning the economic, social and human rights programmes of the United Nations system, including the reports dealing with the United Nations Development Programme, the Office of the United Nations High Commissioner for Refugees and the United Nations Institute for Training and Research, shall be examined by the Committee for Programme and Coordination, which shall report thereon to the Economic and Social Council and the General Assembly.

2. In accordance with article 11, paragraph 4 (d) and (e), of the statute of the Joint Inspection Unit, when a report concerns only one organization, the report and the comments thereon of the executive head shall be transmitted to the competent organ of that organization not later than three months after receipt of the report for consideration at the next meeting of the competent organ, and when a report concerns more than one organization, the report, together with the joint comments and any comments of the respective heads on the matters that concern their particular organization, shall be ready for submission to the competent organs of the organizations not later than six months after receipt of the Unit's report for consideration at the next meeting of the competent organs concerned.

3. At its organizational session, the Committee is invited to select, from the reports listed below, the report or reports of the Joint Inspection Unit it would wish to consider at its forty-first session under agenda item 6.

The use of consultants in the United Nations (A/55/59) and the comments of the Secretary-General thereon (A/55/59/Add.1)

* E/AC.51/2001/1.

01-30680 (E) 270301

Policies and practices in the use of the services of private management consulting firms in the organizations of the United Nations system (A/54/702) and the comments of the Administrative Committee on Coordination thereon (A/54/702/Add.1)**

United Nations system common services at Geneva, Part II: case studies (A/55/856)** and the comments of the Secretary-General thereon (A/55/856/Add.1)**

Delegation of authority for management of the human and financial resources in the United Nations (A/55/857)** and the comments of the Secretary-General thereon (A/55/857/Add.1)**

Young professionals in selected organizations of the United Nations system: recruitment, management and retention (A/55/798)** and the comments of the Secretary-General thereon (A/55/798/Add.1)**

** To be issued.

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Current notional costs of documentation and utilization of interpretation services

Note by the Secretariat

In accordance with paragraph 9 (a) of General Assembly resolution 50/206 C of 23 December 1995, and General Assembly resolution 32/71 of 9 December 1977, the Secretariat is submitting herewith for the attention of the Committee for Programme and Coordination the current notional costs of documentation and the utilization of conference resources by the Committee during its fortieth session, at its organizational session, on 2 May 2000, and at its substantive session, held from 5 to 30 June 2000 (part I) and from 21 to 29 August 2000 (part II).

		United States dollars
1.	One page of documentation in six languages	1 018
2.	One hour of meeting time with interpretation in six languages and support services	1 774
3.	One hour of meeting time with interpretation in six languages, support services and summary records in three languages	3 120
4.	One hour of meeting time with interpretation in six languages, support services and summary records in six languages	4 448
5.	One hour of meeting time with interpretation in six languages, support services and verbatim records in six languages	7 478

* E/AC.51/2001/1.

01-30240 (E) 050401

Utilization of conference-servicing resources by the Committee for Programme and Coordination during its fortieth session, held in 2000

Week of	*A*	*B*	*C*	*D*	*E*	*F*	*MR*	*PAF*	*UF*	*Minutes*
Organizational session										
2 May	1	0	0	1	0	0.15/1.10	100	100	53	85.00
Part I										
5 to 9 June	10	0	4	6	1	1.45/1.05	60	60	61	170.00
12 to 16 June	10	3	1	12	0	2.20/0	120	60	86	140.00
19 to 23 June	10	5	0	15	0	2.30/0.15	150	50	94	165.00
26 to 30 June	10	14	0	24	0	3.50/0	240	(40)	95	230.00
	41	22	5	58	1	10.40/2.30	141	34	87	790.00
Part II										
21-25 August	14	0	4	10	0	2.20/1.40	71	71	62	240.00
28-29 August	6	0	4	2	0	1.00/2.35	33	33	13	215.00
	20	0	8	12	0	3.20/4.15	60	60	47	455.00
Total	**61**	**22**	**13**	**70**	**1**	**14.0/6.45**	**115**	**43**	**77**	**1 245.00**

Notes

A — Number of meetings planned by a given organ at a scheduled session;
B — Number of additional meetings held during the session;
C — Number of meetings cancelled during the session;
D — Number of meetings actually held;
E — Number of unrelated reassignments;
F — Amount of time lost owing to late starting/early ending (hours and minutes rounded to the nearest five minutes (e.g., 5.25 = 5 hours and 25 minutes));
MR — Meeting ratio, calculated as meetings held as a percentage of meetings available to a given body (D as a percentage of A);
PAF — Planning accuracy factor, calculated as meetings planned, minus additional meetings, minus cancellations, all as a percentage of meetings planned (A minus B minus C as a percentage of A);
UF — Utilization factor, the percentage of available conference resources actually used by the organ in question. The utilization factor is based on the following calculation:

$$\frac{(A+B) - (C-E) - (F/3)}{(A+B)} = UF$$

In the foregoing calculation, the number of hours lost as a result of late starting and early ending is converted into the equivalent of meetings lost by dividing the total by three, as the standard meeting time is three hours. The number of unrelated assignments is subtracted from the number of cancelled meetings. The difference between the two and the number of meetings lost are then subtracted from the sum of meetings planned and additional meetings held. The result is expressed as a percentage of the sum of meetings planned and additional meetings held.